

MEETING MINUTES

October 19, 2006

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 1:00 p.m. October 19, 2006 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Brenda Morford; Pete Cuffaro; John Liller; Everette Sullivan; Jan Smith; Evan Williams (Executive Secretary); Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Craig Greening and Ken Kennedy.

The first order of business is approval of the previous minutes.

MOTION #1

Ms. Smith moved to accept and approve the minutes. Mr. Sullivan seconded. Motion passed.

REPORT OF THE COMMITTEE CHAIR:

Ms. Hall shared a memo she had sent to Carolyn Thomas in the Leasing Division regarding full-service leasing contract procedures which were put into place with Greg Burton was Secretary of the Department of Administration.

She reported she had met with the financing people from various state agencies. She said she thought this meeting was going to focus on performance but it turned out the meeting focused on how to get WVARF paid in a timelier manner. She said they had some recommendations on things that could help facilitate getting paid in a quicker manner. About a week after that meeting occurred, Ross Taylor, Mr. Greening, Mr. McEndree, Mr. Miller and she met to talk about their recommendations. Basically there are three actions which are going to take place. Mr. Miller and Mr. Taylor are going to meet with the Auditor. One of the issues they need to talk with the Auditor about is decreasing the discount rate on the p-card WVARF is currently paying. WVARF is now 3% and hope to get that cut in half.

One of the suggestions the finance people had was to bundle contracts either on a statewide basis or via district. Mr. Miller and Mr. Taylor will also discuss this with the Auditor to see what type of paperwork may be needed.

Another suggestion was that when WVARF sends out the second notice a copy goes to the state office finance person.

EXECUTIVE SECRETARY REPORT:

Mr. Williams reported this report needs to be amended since receiving items today.

\$ 3,728.81 - FY07 annual allocation
21.63 - Outstanding (Conference call for Jan) which was not listed on your report
184.69 - Outstanding (Pete Cuffaro) not listed on your report
137.38 - Expenses for September (Everette Sullivan & John Liller)
\$ 3,385.11 - Unencumbered balance.

EXECUTIVE DIRECTOR'S REPORT:

Mr. McEndree reported they are still experiencing problems with the Terradon software. He said they do not know when it will be operational but it probably will be after the first of the year. He said they have submitted a change order and there is a meeting next week to review that and determine what should have been in the contract and what the change that we have to pay for is.

He reported they are still working with DHHR on the laundry contract. DHHR has not yet gotten prices as directed by Mr. Tincher. Burl Anderson, Director of Hancock County Workshop, is going to contact some other hospitals to try to get some prices.

He reported he had sent a letter to Mr. Tincher asking that he issue a change order to make the 4.1% fee effective October 1st since the issuance of WVARF07 has still not occurred. Mr. Tincher did as requested.

Mr. McEndree said he had met with Ms. Hall discuss Secretary Ferguson's September 11 letter regarding the perceived conflict of interest with WVARF's board. WVARF is working on a resolution.

He reported WVARF was kicking off a voter registration drive to register persons with disabilities. Mr. Cuffaro is assisting them in their efforts. There was a lot of discussion on this issue.

CONTRACT PRESENTATIONS:

PROJECTS APPROVED FOR EXPLORATION:

The 90 day period has expired for Clay County Services Unlimited to explore siltation fencing. WVARF has not heard from them regarding next steps. The committee agreed they have until the November meeting.

NEW OR MODIFIED PROJECTS:

Insurance Commission, 1124 Smith Street, increased the square footage so for the last two months of the contract, October and November the amount was prorated. The new FMP is \$7,268.78.

Insurance Commission, Pennsylvania Avenue, decreased the square footage so for the last two months of the contract, October and November the amount was prorated. The new FMP is \$1,661.12.

DOH, District 4 wants stripping and waxing at their buildings in Harrison County, Doddridge County, Preston County and Tunnel Hill. The Op Shop was the only one who expressed interest in the contract and provided cost data. FMP \$0.313 per square foot, open ended.

One new project is Courier Service for DHHR. Mr. Kennedy reported he worked with DHHR to develop a statement of work. Last year there were 2,000 boxes picked up by private company and brought to Charleston. The current vendor bid is \$0.50 per carton on pick up and mileage charge is \$1.25 per mile. Estimated value of this contract is \$10,000. WVARF sent out an RFI and 5 CRPs indicated they were interested in this project. A second more detailed RFI was sent out and Prestera was the only one to express interest. Prestera is planning to use the same people who do water delivery to do this contract as well. The cost will be \$1.24 per mile and \$0.51 per carton on pick up. Ms. Hall asked if the current contractor was giving up the contract. Mr. Kennedy said that the DHHR purchasing agent wanted to see what WVARF would charge. The current contract expires October 31. Mr. Sullivan asked who the local vendor is. Mr. Kennedy said it was Aaron Mann Delivery Service. Courier Services is not new, it is in WVARF04 and is done much like janitorial. It is on a negotiated basis.

RENEWED PROJECTS:

Mr. Greening reported on the following renewed projects.

Insurance Commission 1124 Smith Street, Charleston, square footage, Workers Comp insurance, and the CNA fee increase brought the FMP up to \$43,612.68.

Insurance Commission, Pennsylvania Avenue, Charleston, square footage decreased, and Workers Comp insurance, and the CNA fee increase brought the FMP up to \$9,966.72

Bureau of Senior Services, Town Center Mall, Charleston, Workers Comp insurance, and the CNA fee increase brought the FMP up to \$3,475.08

DOH Maintenance Division, Statewide, Low Impact Monitor. Only change was CNA fee increase. New FMP is \$33.62 per hour.

DOH Maintenance Division, Clarksburg, Low Impact Dispatcher. Only change was CNA fee increase. New FMP is \$53,955.48.

MOTION #2

Mr. Liller moved to approve Mr. Greenings Report of the New or Modified Projects and the Renewed Projects. Mr. Sullivan seconded. Motion passed.

Mr. Greening and Mr. Kennedy provided the Committee with an update on the laundry services contract. Committee members expressed concern about the lack of action on this issue on the part of DHHR. Ms. Hall made a recommendation she write a letter to Mr. Tinchler outlining the fact that several avenues to get the requested information have been tried and none have been successful. She would also include new information DHHR had received regarding prices from Coyner. The letter would be copied to Secretary Ferguson and Secretary Walker. The Committee agreed to this recommendation.

CONTRACT COMPLAINTS

Mr. Kennedy reported there had been three complaints since the last meeting.

DHHR said the vacuum at the Preston County office did not work and needed to be replaced. Preston County indicated they would buy one right away but then called back and said the vacuum worked. There appears not to be a good customer relationship with that office.

Burnsville Rest Area: a message was left on the answering machine from “Andy” saying the attendant was “drunk as a skunk”. After checking with the involved CRP, Precision Services, and the individual that was there based on the time of the phone call was someone who had severe speech impairment and has been with them for 13 years. Ms. Smith indicated this type of thing was not unusual. Also, she said some of the people we work with you would think they were drunk for one reason or another such as their speech, their gait.

DEP building in Philippi expressed concern because the janitor assigned to their building did not appear to have any training. The CRP involved is the Buckhannon, Upshur Work Adjustment Center. Mr. McEndree said he would handle this complaint.

Ms. Hall said the finance people she met with also expressed concern about the training janitors are receiving.

FINANCIAL REPORT:

Mr. Miller reported Green Acres still owes WVARF and a letter went out last month. He reported that they are fairly on target year-to-date on most expenditures. Income is a little below what was budgeted for year-to-date. Project any increases in sales and so forth you won't see the impact of that until early on in the year. Right now low on revenue projections.

MOTION #3

Mr. Sullivan moved to approve and accept the financial report. Mr. Liller seconded. Motion passed.

OLD BUSINESS

CQI PRESENTATION:

Ms. Smith reported she had attended Janitorial University in Utah. John Walker who developed the OSI process also did the national industry standard of cleaning time which is now called the 447. She showed a video which explained the process. The cost of the university was about \$2,300. There was discussion about bringing Mr. Walker in to meet with Secretary Ferguson and the General Services Division to talk about West Virginia becoming a pilot program.

Ms. Smith said it costs between \$5,000 and \$7,000 for them to come in and do an initial audit of the building. Ms. Morford said she didn't want to add a new thing into the budget because it may put it into a deficit. She said if this is something that is going to cost money then I think we need to look at it for next year when it can be built into a budget as this budget has already been approved. Ms. Hall said she thought it is a good use of the reserve funding. Ms. Morford agreed.

Ms. Hall reported she was going to meet with Dave Oliverio, General Services Director, and Dave Parson, Operations & Maintenance Manager, to talk about janitorial services.

Ms. Smith is going to contact Mr. Walker to ask him how he would help the state, what his proposal would be, and perhaps start a couple of pilot programs.

CQI IMPLEMENTATION

Ms. Hall said CQI implementation was going to continue to be on the agenda because it is really important. She then proceeded to go down the list.

Desk reviews were to be done in August. Mr. McEndree said they have not been completed.

Field reviews: There are roughly 21 to be done this fiscal year to get the program on schedule. Mr. McEndree said they have not been started.

Inspection Chart for rest areas: Mr. Greening said this is completed.

Facility based services and commodities: Mr. Kennedy said eight out of 103 were done. 25 more need to be done for this year.

Inspection of Janitorial services: have not been done.

NEW BUSINESS

The committee reviewed a draft of the annual report. Ms. Hall asked members to get comments to MR. Greening by November 2. The committee will review the final draft at its November meeting.

The committee asked Ms. Hall to send a letter to Secretary Ferguson and Ross Taylor thanking them and expressing their appreciation that they are following through with what they had promised to do.

MOTION #4

Ms. Smith moved to adjourn.

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**COMPLAINTS SINCE LAST REPORT
TO THE COMMITTEE ON 9/21/06**

	Verbal/Email	Formal
Janitorial	3	0

**QUARTERLY
WVARF04 COMPLAINT LOG SUMMARY**

FY 2007

	Verbal/Email	Formal
1st Quarter (7/1/05 to 9/30/05)	Presort -1 Bottled Water – 1 Soap – 1 Janitorial – 2	0
2nd Quarter (10/1/05 to 12/30/05)	Janitorial – 2	0
3rd Quarter (1/1/06 to 3/31/06)		0
4th Quarter (4/1/06 to 6/30/06)		0
Annual Summary	7	0

COMPLAINT SUMMARY FOR FY2006

FORMAL COMPLAINTS

None

VERBAL/EMAIL COMPLAINTS

Presort	1
Bottled Water	1
Soap	1
Janitorial	4



**WEST VIRGINIA ASSOCIATION OF
REHABILITATION FACILITIES**

LAST SIX MONTHS' GROSS REVENUES

Mar '06	Apr '06	May '06	Jun '06	Jul '06	Aug '06	FY 2006 Total *	FY 2005 Total *
\$866,536	\$904,227	\$939,520	\$893,956	\$924,605	\$903,272	\$10,702,812	\$10,465,483

AGED RECEIVABLES AS OF SEP. 30, 2006

Current	31 -60	61-90	90+ Days	Total
\$1,122,104	\$144	\$269,331 \$352,085	\$82,754	\$1,474.332
76.11%	0.01%	18.27% 23.88%	5.61%	100.00%

Comparative Figures (Acc. Rec Over 60):

	61 +	% Of Total
09/31/05	\$362,281	21.47%
09/30/04	\$412,646	26.59%

Advanced Guaranteed Payments made to CRPs:

Jul'05- Jun'06	\$2,810,425
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* - Fiscal Year runs from July 1 – June 30